
Schedule No.

9

Conservation District Records Schedule

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MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULES

Schedule for: **CONSERVATION DISTRICT**

ADMINISTRATIVE RECORDS		
Record Series Title and Description	Retention and Disposition	Citation/Comments
1 BOARD AGENDA PACKETS a Agenda packets containing material the board members use in making decisions b Agenda packets containing only an outline of the upcoming meeting	a Permanent (1 copy only; other copies as long as needed) b All copies: retain as long as needed; destroy	
2 BOARD MINUTES a District copy b DNRC copy	a Retain as long as needed b Permanent	DNRC sends the paper copy to the State Archives and keeps a microform copy
3 BOARD POLICIES	Permanent (1 copy only; other copies until superseded)	
4 MINUTES <i>See Board Minutes above</i>		

See also the General Records Retention Schedule (schedule no. 1) for those records common to all offices, such as correspondence and subject files.

DISTRICT RECORDS		
Record Series Title and Description	Retention and Disposition	Citation/Comments
5 AERIAL PHOTOGRAPHS	Permanent	Needed for water adjudication
6 ANNUAL PLAN a District copy b DNRC copy	a Retain at least 3 years; destroy b Permanent	Make sure DNRC actually has copies of all plans before destroying
7 ANNUAL REPORT a District copy b DNRC copy	a Retain at least 3 years; destroy b Permanent	Make sure DNRC actually has copies of all plans before destroying
8 DOCUMENTATION ABOUT FORMATION OF THE DISTRICT a District copy b DNRC copy	a Permanent b Permanent	
9 GRANT FILES Grants the district has applied for—often from state granting sources such as resource development or coal tax money—to help with ongoing programs such as education or to fund a major project the district wants to do	Retain 8 years after end of grant; may destroy; keep selected files—especially “significant” grants—permanently	May be transferred to the State Archives

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DISTRICT RECORDS		
Record Series Title and Description	Retention and Disposition	Citation/Comments
10 NEWSLETTERS a District's own newsletter b Other newsletters	a Permanent (1 copy) b Retain as long as needed; destroy	Please send one copy to the Montana Historical Society Library
11 PERMITTING FILES (310 FILES) Permits issued by the district under the Natural Streambed and Land Preservation Act of 1975; may include: ⇒ Application (also called Notice of Proposed Project) ⇒ Supervisor's Decision (also called Board's Decision) ⇒ Team member report ⇒ Inspection form ⇒ Correspondence	Retain 2 years after completion; destroy; keep selected files—especially "significant" permits—permanently	May be transferred to the State Archives <i>[Keep these for at least the next 5 years for a special GIS project DNRC is doing; records from all districts may be needed]</i>
12 PROGRAM FILES Examples include educational programs such as a Conservation Lunchbox Program or a Youth Education Program; or help program such as a Shelter Belt Program	Keep selected files—especially "significant" programs—permanently	May be transferred to the State Archives
13 PROJECT FILES Projects such as irrigation, reforestation, or streambank stabilization that the district conducts may include: ⇒ Pre-grant application studies ⇒ Grant application ⇒ Correspondence ⇒ Interim narrative and financial reports ⇒ Vendor invoices	Keep selected files—especially "significant" projects—permanently	May be transferred to the State Archives

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FINANCE RECORDS—ACCOUNTING		
Record Series Title and Description	Retention and Disposition	Citation/Comments
14 ANNUAL FINANCIAL SUMMARIES	Permanent	
15 AUDIT REPORTS a District copy b Dept. of Commerce copy	a 8 years; if copy does not go to DOC, District should keep it permanent b Permanent	b DOC copy eventually transferred to the State Archives
16 BANK DEPOSITS	Retain audit + 7 years; destroy	
17 BANK STATEMENTS	Retain audit + 7 years; destroy	
18 BUDGETS Approved annual budget document	Permanent (1 copy)	
19 CANCELLED WARRANTS <i>see Warrants</i>		
20 CANCELLED WARRANTS REGISTER <i>see Warrants</i>		
21 CASH RECEIPTS Shows amount received, from whom, and what fund it went to	Retain audit + 1 year; destroy	
22 CLAIMS Payments to vendors for services and/or goods	Retain audit + 7 years; destroy	
23 CLAIMS REGISTERS Report of all warrants paid to vendors	Permanent	May be put on COM*
24 DETAIL POSTINGS BY ACCOUNT Monthly listing of all transactions for each line item	Retain audit + 7 years; destroy	May be put on COM*
25 DISBURSEMENT/EXPENDITURE REPORTS Monthly listing of expenses paid per line item	Retain audit + 7 years; destroy	May be put on COM*
26 FIXED ASSET INVENTORIES Inventory of district's property, such as machinery, office equipment, etc.	Retain audit + 1 year; destroy	
27 GENERAL JOURNALS Monthly list of each journal entry created	Retain audit + 7 years; destroy	May be put on COM*
28 GENERAL LEDGERS Balance at month-end of all line items a District's own ledger b Copy from the county	a Permanent b Retain audit + 7 years; destroy	May be put on COM*

* COM is Computer Output Microfilm/fiche

(CD-ROM is not recommended at this time for long-term storage—permanent or 75 years—since the technology to read it may not be available in the future.)

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FINANCE RECORDS—ACCOUNTING		
Record Series Title and Description	Retention and Disposition	Citation/Comments
29 GRANT INFORMATION Includes budgets, financial information, financial reports	Retain audit + 3 years; destroy	
30 INDEMNITY BOND FILES Form completed by vendors when checks are lost so new check can be issued	Retain audit + 7 years; destroy	
31 JOURNAL VOUCHERS Transfer of funds between two depts.	Retain audit + 7 years; destroy	May be put on COM*
32 MONTH-END RECONCILIATIONS Balancing of cash, expenses, and revenue month-to-month	Retain audit + 1 year; destroy	
33 MONTHLY STATUS REPORTS Expense/revenue comparison, budgeted amount vs. actual	Retain audit + 1 year; destroy	
34 OUTSTANDING ENCUMBRANCE REPORTS Listing of purchase orders encumbered that have not cleared the accounts payable system	Retain audit + 1 year; destroy	
35 OUTSTANDING PURCHASE ORDERS Listing of purchase orders still in unpaid status	Retain audit + 1 year; destroy	
36 WARRANTS a Approval list b Cancelled warrants c Cancelled warrants list d Outstanding warrants list e Payroll warrants f Warrants (all others) g Warrants register	a Retain audit + 7 years; destroy b Retain audit + 7 years; destroy c Retain audit + 1 year; destroy d Retain audit + 7 years; destroy e Retain audit + 7 years; destroy f Retain audit + 7 years; destroy g Permanent	
37 WORK PAPERS AND CLOSING FILES	Retain audit + 1 year; destroy	

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FINANCE RECORDS—PAYROLL		
Record Series Title and Description	Retention and Disposition	Citation/Comments
38 ACCRUALS	Retain 8 years; destroy	
39 COST DISTRIBUTIONS	Retain 8 years; destroy	
40 DEDUCTIONS	Retain 8 years; destroy	
41 EMPLOYEE HISTORY CARDS	Permanent	
42 OASI REPORTS	Retain 4 years; destroy	
43 OVERTIME AUTHORIZATION/RECORDS	Retain audit + 1 year; destroy	
44 PAYROLL REGISTERS	Permanent	
45 RETIREMENT REPORTS	Retain 8 years; destroy	
46 QUARTER-TO-DATE REGISTERS	Retain 8 years; destroy	
47 TIME CARDS/SHEETS/RECORDS	Retain audit + 3 years; destroy	
48 W-2 FORMS	Retain 4 years; destroy	
49 W-4 FORMS	Retain 2 years after superseded or terminated; destroy	
50 WAGE ATTACHMENTS	Retain length of attachment + 1 year; destroy	
51 YEAR-TO-DATE REGISTERS	Retain 8 years; destroy	

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MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULES

Schedule for: **CONSERVATION DISTRICT**

PERSONNEL RECORDS		
Record Series Title and Description	Retention and Disposition	Citation/Comments
52 ACCIDENT REPORTS <i>See also</i> "Employee Exposure Records" and "Employee Medical Records" under HAZARD COMMUNICATION PROGRAM in the General Records Schedule	Retain 10 years after termination; destroy	
53 AMERICANS WITH DISABILITIES ACT COMPLAINT FORM	Retain 10 years after last use; destroy	
54 DISCIPLINARY DOCUMENTATION Written warning, suspension notice, disciplinary demotion, discharge	Retain 10 years after termination or according to contract language; destroy	
55 EDUCATION AND TRAINING RECORDS	Retain 10 years after termination; destroy	
56 EMPLOYEE EARNINGS RECORDS	Retain 50 years; destroy	
57 EMPLOYEE FILE FOLDERS	Retain 10 years after termination; destroy	
58 EQUAL EMPLOYMENT OPPORTUNITY (EEO)/AFFIRMATIVE ACTION RECORDS	Retain until superseded by updated records; destroy	
59 EXIT INTERVIEWS	Retain 10 years after termination; destroy	
60 FAMILY AND MEDICAL LEAVE NOTICE OF RIGHTS	Retain 10 years after termination; destroy	
61 GRIEVANCE FORMS Note: this does not include investigation documentation that will be retained according to the specific situation	Retain 10 years after termination or according to contract language; destroy	
62 IMMIGRATION FORM (I-9)	Retain 3 years after hire or 1 year after termination, whichever is later	
63 LEAVE RECORDS Information not included on the time card/sheet/record; includes annual, sick, sick-leave fund, disability, maternity, disaster and emergency, military, jury duty, witness, holidays, leave-of-absence without pay, compensatory time off	Retain 10 years after termination; destroy	
64 MEDICAL RECORDS Includes disability documentation, medical examinations, inquiries about medical conditions, handicap status certifications, etc.; <i>see also</i> "Employee Exposure Records" and "Employee Medical Records" under HAZARD COMMUNICATION PROGRAM in the General Records Schedule	Retain 10 years after termination; destroy (employee medical records regarding exposure to hazardous materials must be retained for at least 30 years)	

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PERSONNEL RECORDS		
Record Series Title and Description	Retention and Disposition	Citation/Comments
65 PERFORMANCE APPRAISALS	Retain 3 years minimum and 2 years after last use in an employment decision; destroy	
66 POSITION DESCRIPTIONS	Retain 2 years after superseded; destroy	
67 PROMOTION RECORDS	Retain 10 years after termination; destroy	
68 PUBLIC EMPLOYEE RETIREMENT SYSTEM (PERS) RECORDS a District b PERD	a Retain 10 years after termination; destroy b Indefinite	b May microfilm
69 RECRUITMENT/SELECTION PROCESS DOCUMENTATION May include position description, vacancy announcement, advertisements, list of recruitment sources, applications, supplemental questionnaires, other application materials, selection procedures and criteria used to evaluate performance, written evaluations, names and titles of individuals participating in the design or administration of selection procedures, records documenting applicant flow, and correspondence with applicants	Retain 3 years after each selection; destroy	
70 RECRUITMENT/APPLICATION DOCUMENTATION: HIRED Includes resumes, supplements, etc.	Retain 10 years after termination; destroy	
71 RECRUITMENT/APPLICATION DOCUMENTATION: NOT HIRED Includes resumes, supplements, etc.	Retain 3 years; destroy	Suggest retaining records for 3 years in case of litigation
72 RESIGNATIONS	Retain 10 years after termination; destroy	
73 SEXUAL HARASSMENT RECORDS Includes complaint, investigation report, documentation	Retain 10 years after termination or 2 years after a case is closed, whichever is later; destroy	
74 WAGE AND HOUR CLAIMS	Retain 10 years after termination; destroy	